

**DUTY STATEMENT**

<b>Classification:</b> Staff Services Analyst (General)	<b>Position No.</b> 6000-5157-XXX
<b>CBID:</b> R01	<b>Office:</b> Administration
<b>Date Prepared:</b> October 3, 2008	<b>Division:</b> Fuels and Transportation
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

**POSITION DESCRIPTION:** Under the direct supervision of the Deputy Director, Fuels and Transportation Division, the incumbent performs a variety of analytical and consultative staff tasks and limited clerical tasks.

**WORKING CONDITIONS:** The work is performed in an indoor office and/or meeting room setting involving sitting, standing, and/or walking. Additional hours beyond an eight-hour workday or 40-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail, WebEx, and Internet browsers; using a personal computer and appropriate Energy Commission software. The incumbent will participate in meetings with other staff and other agencies.

#### **DUTIES AND RESPONSIBILITIES:**

- 50% Grant liaison to the Grants and Loans Office. Assist staff in preparation, coordination, and management of grants/ loans. Analyze grant and loan program expenditures and fiscal management information for consistency with grant budget amounts, allowable cost standards, budget revisions, reporting provisions, and other financial management terms and conditions. Assist with developing, evaluating, and selecting alternatives which best solve grant and loan problems involving program goals. Provide reports to assist program staff on any phase of the grant or loan process. These reports include performance reports, budget revisions, and other documents required by the grantors or state control agencies. Review grant/loan payment requests to determine whether the appropriate supporting documents are provided with the Grant/Loan Payment Request from the grantees, confirm that the package is complete, and verify its progress through the division's payment authorization process. Monitor grant/loan term dates for state and federal funding expirations. Report monthly to management and notify staff of critical time line requirements for grants/loans expiring for no-cost or cost-sensitive time extensions. As necessary, work with grant/loan managers to resolve issues associated with invoices and term dates. (E)
- 10% Legislative liaison. Review all incoming legislative bills that may affect the Fuels and Transportation Division to determine proper staff assignment for preparation of bill analysis, coordinate preparation of analysis between the offices within the division and/or other divisions where needed; ensure that due dates are met and analysis is prepared in

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CEC-004 (Revised 04/07)

CALIFORNIA ENERGY COMMISSION



a manner consistent with departmental policy, review staff prepared bill analysis and submit to Deputy Director for signature approval. Transmit completed bill analysis to the Office of Governmental Affairs. Assist in the preparation of legislative concepts and legislative proposals for the Fuels and Transportation Division. (E)

- 10% Division's liaison to the Business Services Office. Coordinate all business services related activities such as purchasing major and minor equipment, and office supplies; sign off on purchase requisitions, develop floor plans and coordinate all space action requests, including telephone line installation and repair. Analyze the Division's operating budget and expenditure information to ensure that expenditures do not exceed allocation and recommend corrective action to Division management when needed. (E)
- 10% Division's liaison for the University Enterprises, Inc. contract. Identify student budget needs, prepare necessary work plan documents to obtain division's annual student budget, prepare monthly expenditure reports to manage the funds, identify potential problems and provide recommendations for resolution. Prepare student duty statements and recruitment documents; review and analyze student documents to verify employment eligibility, set hourly salary rate for hires, and prepare required forms to initiate hire, and when appropriate determine proper salary range changes for students and prepare documents to initiate salary ranges; provide orientation for new students; review and approve time sheets; ensure that student separation forms are prepared and processed upon determination that employment eligibility is not met. (E)
- 10% Performs limited clerical functions. (E)
- 5% Division's liaison to the Energy Commission's Health and Safety Committee. Make recommendations to Division management to ensure the Division is actively responding to these issues by formulating clear actions and policies consistent with those of the state and the Commission. (M)
- 5% Perform other duties as required consistent with the specifications of this classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> <span>VACANT</span> <span>Date</span> </div> <div>Staff Services Analyst (G)</div>	<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> <span>MICHAEL A. SMITH</span> <span>Date</span> </div> <div>Deputy Director</div>

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